

PAST PERFORMANCE SURVEY QUESTIONNAIRE

I. CONTRACT IDENTIFICATION

A. CONTRACTOR _____

B. CONTRACT NUMBER _____

C. CONTRACT TYPE _____

COMPETITIVE () YES () NO

FOLLOW-ON () YES () NO

D. PERIOD OF PERFORMANCE _____

	ESTIMATED <u>COST</u>	FEE	TOTAL VALUE
E. INITIAL CONTRACT COST	_____	_____	_____
F. CURRENT CONTRACT COST	_____	_____	_____

G. PRODUCT DESCRIPTION
AND/OR SERVICE PROVIDED:

II. AGENCY IDENTIFICATION

A. NAME _____

B. DESCRIPTION _____

C. GEOGRAPHIC DISTRIBUTION OF SERVICES UNDER THIS CONTRACT
I.E. LOCAL, NATIONWIDE, WORLDWIDE

D. NUMBER OF LOCATIONS SERVICED BY THIS CONTRACT _____

III. EVALUATION

A. PERFORMANCE HISTORY

1. To what extent did the contractor adhere to contract delivery schedules?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

2. To what extent did the contractor submit required reports and documentation in a timely manner?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

3. To what extent were the contractor's reports and documentation accurate and complete?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

4. To what extent was the contractor able to solve contract performance problems without extensive guidance from government counterparts?

Considerably successful _____

Generally successful _____

Little success _____

No success _____

Comment: _____

5. To what extent did the contractor display initiative in meeting requirements?

Displayed considerable initiative _____

Displayed some initiative _____

Displayed little initiative _____

Displayed no initiative _____

Comment: _____

6. Did the contractor commit adequate resources in timely fashion to the contract to meet the requirement and to successfully solve problems?

Provided abundant resources _____

Provided sufficient resources _____

Provided minimal resources _____

Provided insufficient resources _____

Comment: _____

7. To what extent did the contractor submit change orders and other required proposals in a timely manner?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

8. To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

9. To what extent was the contractor's problem tracking/reporting documentation timely, accurate and or appropriate content?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

10. To what extent was the contractor effective in interfacing with the Government's staff?

Extremely effective _____

Generally effective _____

Generally ineffective _____

Extremely ineffective _____

Comment: _____

B. TERMINATION HISTORY

11. Has this contract been partially or completely terminated for default or convenience?

_____ Yes _____ Default _____ Convenience

_____ No

If yes, explain (e.g., inability to meet cost, performance, or delivery schedule). _____

12. Are there any pending terminations?

_____ Yes _____ No

If yes, explain and indicate the status. _____

C. EXPERIENCE HISTORY

13. How effective has the contractor been in identifying user requirements?

Extremely effective _____

Generally effective _____

Generally ineffective _____

Extremely ineffective _____

Comment: _____

14. To what extent did the contractor coordinate, integrate, and provide for effective subcontractor management?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

15. To what extent did the contractor provide timely technical assistance, both on-site and off-site, when responding to problems encountered in the field?

Considerably surpassed minimum requirements _____

Exceeded minimum requirements _____

Met minimum requirements _____

Less than minimum requirements _____

Comment: _____

D. COST MANAGEMENT

16. To what extent did the contractor meet the proposed cost estimates?

Less than estimated cost _____

Comparatively equal to estimate _____

Exceeded the costs _____

Considerably surpassed estimate _____

Comment: _____

NARRATIVE SUMMARY

Use this section to explain additional information not included above.

Printed Name of Person Completing Questionnaire

Company Name

Address

Phone

Company Affiliation/Title

Signature

Date Completed